

The U.S. Embassy Residence provides a good opportunity to work for high-ranking officials in an international environment.

<i>Vacant Position</i>	<i>Assistant Chef (Part-time)</i>
<i>Job Description</i>	Under the general supervision of Executive Chef, prepares food for receptions, breakfasts, lunches and dinners (seated dinners, buffet, cocktails, teas, etc.) for the Principal Representative, his family and guests. Assist Executive Chef in planning menus, food and material purchases, etc. Maintains cleanliness of kitchen and equipment. Perform other duties as needed;
<i>Qualifications</i>	<p>Must have knowledge/experience of major culinary cooking techniques and methods (A culinary or equivalent apprenticeship degree a plus). Must have experience of producing various kinds of food in large quantity. Good communication skills in English and Japanese. Must be a team player and be able to work a flexible schedule including weekends and/or holidays.</p> <p>Non-Japanese candidates must have a valid residential status to work.</p>
<i>Location</i>	Minato-ku, Tokyo (Within 10 min. from Toranomon, Tameike-Sanno, Roppongi-1chome or Kamiya-cho subway stations)
<i>Employment Conditions</i>	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>Work hours: Minimum 8 hours a week.</p> <p>Compensation: 1,800 to 2,300 yen per hour depending upon experience. Transportation and food allowance provided separately. Wage increase is considered upon renewal of contract.</p> <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>Labor Insurance: Worker's Compensation</p>
<i>To Apply</i>	<p>Please submit the following to be considered for the position</p> <p>1. English resume and supporting documents (copy of diploma, licenses, English test score, etc.)</p> <p>2. the names and contact details of 3 referees we can contact to verify your work history.</p> <p>By mail: EMR/Asst Chef, U.S. Embassy, 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420; or</p> <p>By E-mail: NakashimaNX@state.gov</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;">Open until filled</p>

職種	調理補助（パートタイム）
仕事内容	料理長の指導の下、公邸での食事（レセプションでの食事や、フォーマルディナーなどを含む）を調理する。料理長を補佐し、メニューの企画や材料調達などを行なう。その他、付随する業務を行なう。
応募資格	主要な調理方法やテクニックに関する知識並びに経験（調理師免許保持者優遇）、特にパーティなどでの大人数に対する様々な料理の調理経験がある方、要英会話力、週末、祝日に働ける方、チームプレイヤー。日本人以外の場合は、就労可能な在留資格を有する方。
勤務地	東京都港区（東京メトロ虎の門駅、溜池山王駅、六本木1丁目駅、神谷町駅から徒歩10分以内）
待遇	雇用期間: 1年間（更新する場合あり）、試用期間6ヶ月 勤務時間: 週8時間 報酬: 資格、経験に応じて初年度時給 1800 円から 2300 円まで。交通費・食事手当別途支給。 労働保険: 労災
応募方法	<p>英文履歴書、卒業証書や免許証等のコピー、職務経歴を証明できる方の連絡先（3件）を下記まで郵送または送信。</p> <p>郵送: 〒107-8420 東京都港区赤坂1-10-5 米国大使公邸 EMR/Asst Chef 係</p> <p>Eメール: NakashimaNX@state.gov</p> <p>書類選考の上面接をいたしますので、日中連絡できる電話番号を明記してください。なお、提出された書類等は、いかなる理由があっても返却いたしません。電話での問い合わせ不可。</p> <p style="text-align: center;">採用決定まで継続募集</p>